VU ENGLISH

STUDENT INFORMATION BOOKLET 2026

ACKNOWLEDGEMENT OF COUNTRY

Victoria University acknowledges the Ancestors, Elders and families of the Boonwurrung and Woiwurrung language groups of the Kulin who are the custodians of university land.

One of the last remnants of Indigenous grasslands on Kulin lands is located near Iramoo at the St Albans campus. We acknowledge that the land on which we gather and learn is the place of age-old ceremonies of celebration, initiation and renewal and that the Kulin people's living culture has a unique role in the life of this region.

To learn more about Victoria University's Aboriginal programs and our commitment to the local Aboriginal community, please contact the Moondani Balluk Academic Unit by calling +61 3 9919 5681 or emailing Moondani.Balluk@vu.edu.au

All information in this Student Booklet is true and correct at the time of printing. Last updated on December 22, 2025.

Prepared by: VU English
CRICOS Provider No. 00124K (Melbourne) CRICOS
Provider No. 02475D (Sydney)

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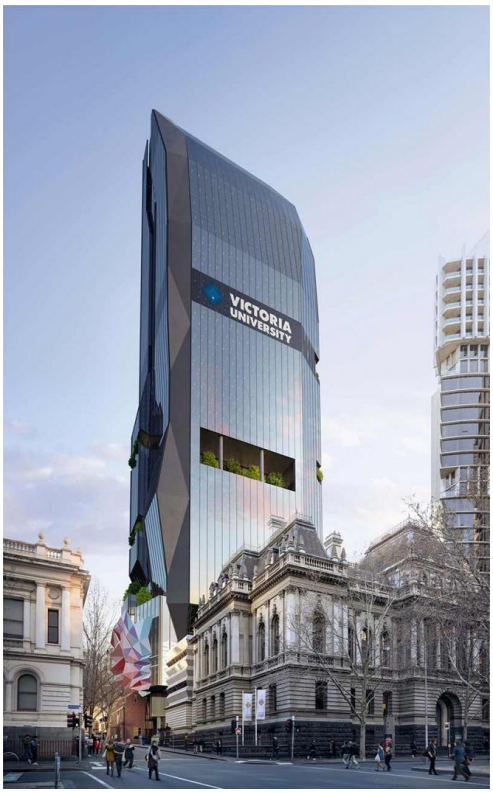
Welcome to Victoria University English



Victoria University English (VUE) is a great place to learn English. We offer a range of intensive English language courses at our wonderful language centre located in the heart of Melbourne. Our courses are designed to help you improve your English for study, personal or vocational purposes.

At VUE, we have a team of outstanding teachers who will help you to improve your English quickly. Our small class sizes ensure that you will get the personal attention you need to develop your English language skills.

VUE has impressive facilities that enable students to study in a relaxed and comfortable setting. Our facilities include an Independent Learning Centre (ILC) and campus library. Students can study free classes during their lunchtime to help improve pronunciation, grammar, or academic skills. We also have extra supports to help you adjust to living away from home.

At VUE, we organise social activities for our students which help them to meet many students from different countries. The strong friendships that students make while studying at VUE continue into the future.

We really hope you enjoy your study experience in Melbourne, and we wish you the best of luck for your studies.

Dianne McKeagney
Director
Centre of VU Transitions (VU English, Foundations at VU & HE Diplomas)

MEET THE VU ENGLISH STAFF

Dianne McKeagney	Director
Ellen Williams	General Manager
Carla Bardella	Academic Manager
Sarah Sutton	ILC Coordinator
Natalie Nguyen	Senior Administrative Officer
Tom Zeng	Administrative Officer
Kimi Chen	Administrative Officer
Miya Miyazaki	Study Tour Officer
Richard Holland	ELICOS teacher
Maria Nincevic	ELICOS Teacher
Matthew Truelove	ELICOS Teacher
Rachel Martin	ELICOS Teacher
Annie Joseph	ELICOS Teacher
Ivan Tesevic	ELICOS Teacher
Barney Lavin	ELICOS Teacher

CAMPUS LOCATION

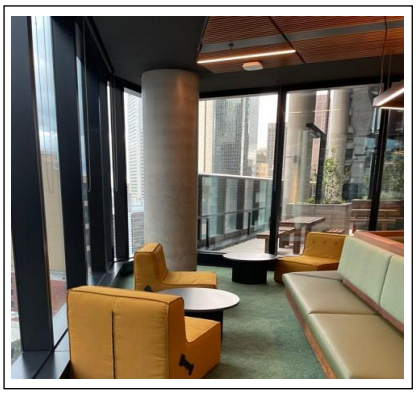
370 Little Lonsdale Street

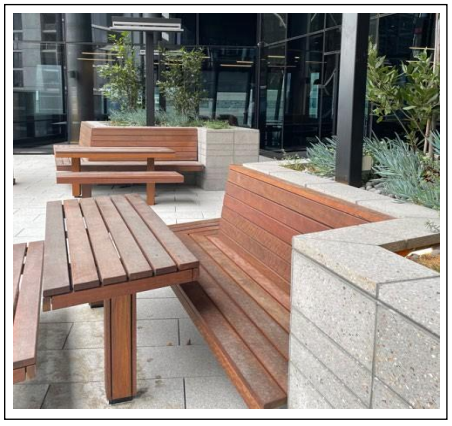
VU English is located at the VU City Tower
Level 13, 370 Little Lonsdale Street Melbourne
Telephone number: 9919 1175
Email: vue@vu.edu.au

VU City Tower is in the heart of Melbourne's central business district (CBD). It is easily accessible by public transport.

370 Little Lonsdale Street

Basement:	Bike Hub
Ground:	Cafe
Level 1:	VUHQ Student Services (student support & well-being) IT customer service desk
Level 2:	Library
Level 5, 7, 9 & 11:	VU English classrooms*
Level 7:	Pride room
Level 10:	Student lounge and learning spaces Parents' room
Level 13:	**VU English Reception & Independent Learning Centre (ILC)**
Level 19:	Dermal Clinic, Osteopathy Clinic Hair Beauty and Massage Salon





Note: The room number system for the VU City Tower follows the Victoria University system for naming rooms. So, T705 = Building T (the VU City Tower), Level 7, Room 05.

STUDENT SERVICES

Victoria University has a range of people and services available to assist you throughout your studies and to help you get the most out of university life. For more information about international support go to https://www.vu.edu.au/current-students/campus-life/advice- support/international-student-support

Study Tour Officer

Miya Miyazaki

Miya Miyazaki provides support for our Japanese students and study tour groups. Miya can help you with many issues including accommodation, attendance, and study.

You can contact Miya via email miya.miyazaki@vu.edu.au or phone 99191932

Housing and accommodation

Start by visiting the VU Student Housing Website

https://www.vu.edu.au/current-students/campus-life/housing-accommodation

On the website, there is information on housing options, including Homestay and private rental.
Homestay involves living with a person/s in their home. Private rental can be sharing with others or renting a place on your own. You can have a look at the Student Housing Database for share housing and private rental vacancies.

If you have housing problems or need more help and advice, visit VUHQ (Student Service Centre) **Level 1, 370 Little Lonsdale Street, City Tower**. The office is open from 9.00am – 5.00pm Monday to Friday.

Counselling

University life and living in another country can be difficult. It involves meeting new people, adopting new routines, skills and coping with extra expenses. VU counselling services provides professional services designed to support you in your personal, psychological, academic and social development. To make an appointment, please call 9919 5400 or visit the website. https://www.vu.edu.au/current-students/campus-life/advice-support/counselling

Students Under 18 Years of Age

For international students under 18 years of age, there are conditions of your student visa, which you and Victoria University must follow. Each week you will meet with your teacher or Academic Manager to check on your well-being. During this time, you can discuss any issues or information you need, such as your studies, accommodation or personal issues. Your teacher will make a regular time to meet each week.

Student Cards

Digital ID cards

Victoria University provides digital student ID cards through the VU App.

How to get your digital ID card:

1. Submit your photo online. You'll need a clear, passport-style photo in JPEG format.
2. You'll get an email within 2 business days when your digital ID is ready.
3. Access your digital ID card through the Profile tab in the VU app.

Physical ID cards

Physical ID cards are only given to students attending placements where digital ID is not accepted. Bring proof of placement, along with photo ID (such as a passport or driver's license) to VUHQ to request a physical card.

If you have accessibility needs, contact us to discuss support options.

VUE Student Mentor Program

Our Student Mentor Program plays a vital role in creating a welcoming and engaging learning environment. Every five weeks, our dedicated student mentors plan and organise a range of social and cultural activities for students, providing a great way to get involved and feel connected to the campus community. These activities offer valuable opportunities to practice English in real-life situations, build confidence, make new friends, and apply the skills learned in the classroom beyond formal study. You will learn more about becoming a student mentor at orientation, and we strongly encourage you to apply for this amazing opportunity to develop leadership skills, support fellow students, and further strengthen your English through meaningful engagement.

FACILITIES AT VU ENGLISH AND VU

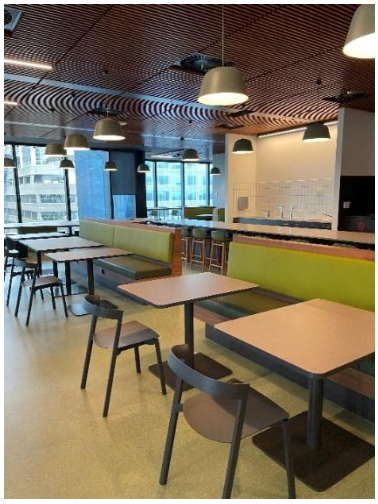
Independent Learning Centre (ILC)

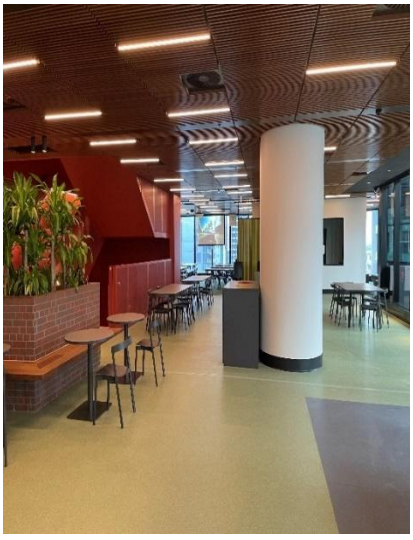
The Independent Learning Centre (ILC) is located on Level 13, 370 Little Lonsdale Street and is open from 9am to 5pm. All students spend some time each week in the ILC. Independent learning is a very important part of the study program, and it is an essential skill required for tertiary study. The ILC is equipped with up-to-date computers and learning programs, which enable students to develop independent learning skills while improving their English.

Skills Classes are often held in the ILC at lunchtime in weeks 2, 3 and 4 to help students improve their English. These classes are free. Individual English support sessions are also available. For relaxation purposes, you are welcome to borrow board games at lunchtime. See the ILC coordinator for details.

Student Lounge and Learning Spaces

There are student lounges and informal learning spaces throughout the campus.
You can meet up with friends, work on group assignments, relax between classes or heat up your lunch.
The lounges have WiFi access, moveable and fixed furniture, power points and some kitchenette facilities.
Free drinking water is available, and you can find new drinking fountains, as well as free water in the student lounge kitchens.





Student Prayer Rooms & Reflection Centre

There are prayers for city campus is located 295 Queen Street building, Room 105, open 7.30am til 10pm, Monday to Friday:
https://www.vu.edu.au/about-vu/facilities-services/our-facilities/prayer-rooms-reflection- centre

ACTIVITIES AT VU ENGLISH AND VU

Activities at VU English

During every intake at VU English, you can sign up for several social activities to make the most of your time in Melbourne. Activities include cooking class, table tennis, walking tours, café visits, night markets and more. The more you take advantage of these opportunities, the more you will develop your English, meet new friends and feel more at home.

Clubs and student groups at VU

Joining a club or student group is a great opportunity to make friends and meet other people studying your course or who share similar interests! Go to the following link for more information

https://www.vu.edu.au/current-students/campus-life/clubs-student-groups

Facebook

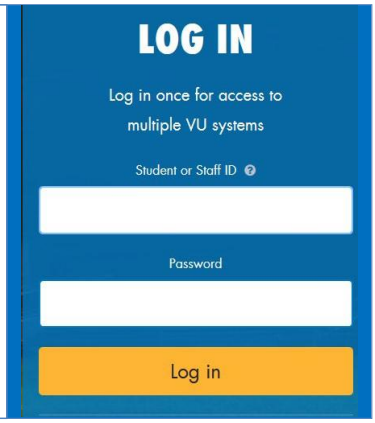
Find us on Facebook! Search for **VU English.** Check it out for the latest information!

Like us on Facebook

COMMUNICATION & SERVICES

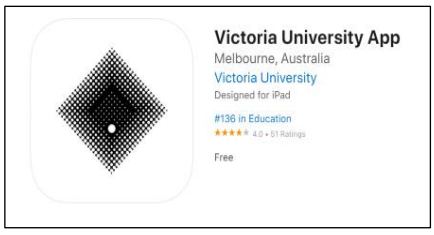
MYVU Portal

MYVU Portal contains all the information you need at VU in one place. You can change your password, update your personal detail, access your email, obtain student news updates, search the library and you can ASK MYVU if you have a question, or you need more information. All you need to do is log in to MYVU (students) by filling in your student ID and password.



The VU App provides you with access to

- MY VU
- VU Collaborate
- digital student card
- Learning Hub
- VU email

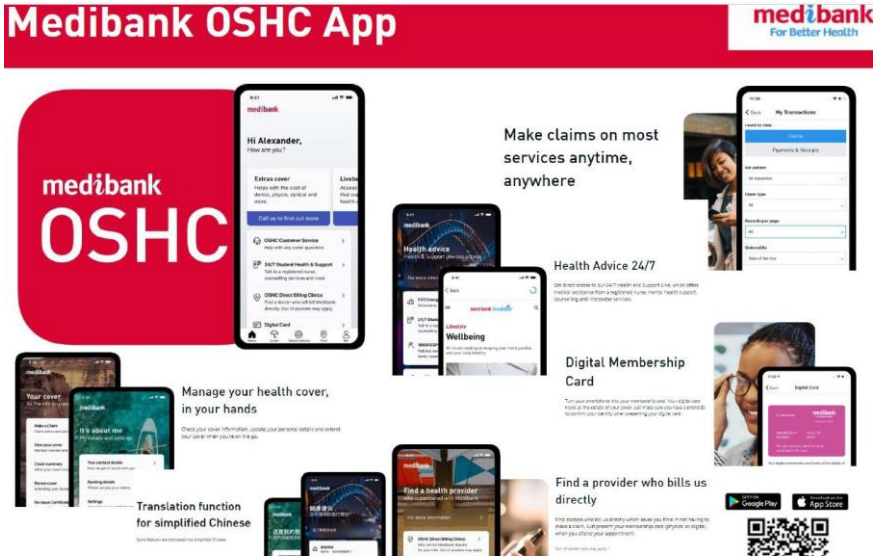


Download the VU App from the Apple store or Google Play store to get started.
Once you have downloaded the app you will need to log in with your student ID number and password.

Overseas Health Cover

VU has Overseas Student Health Cover (OSHC) provided by Medibank

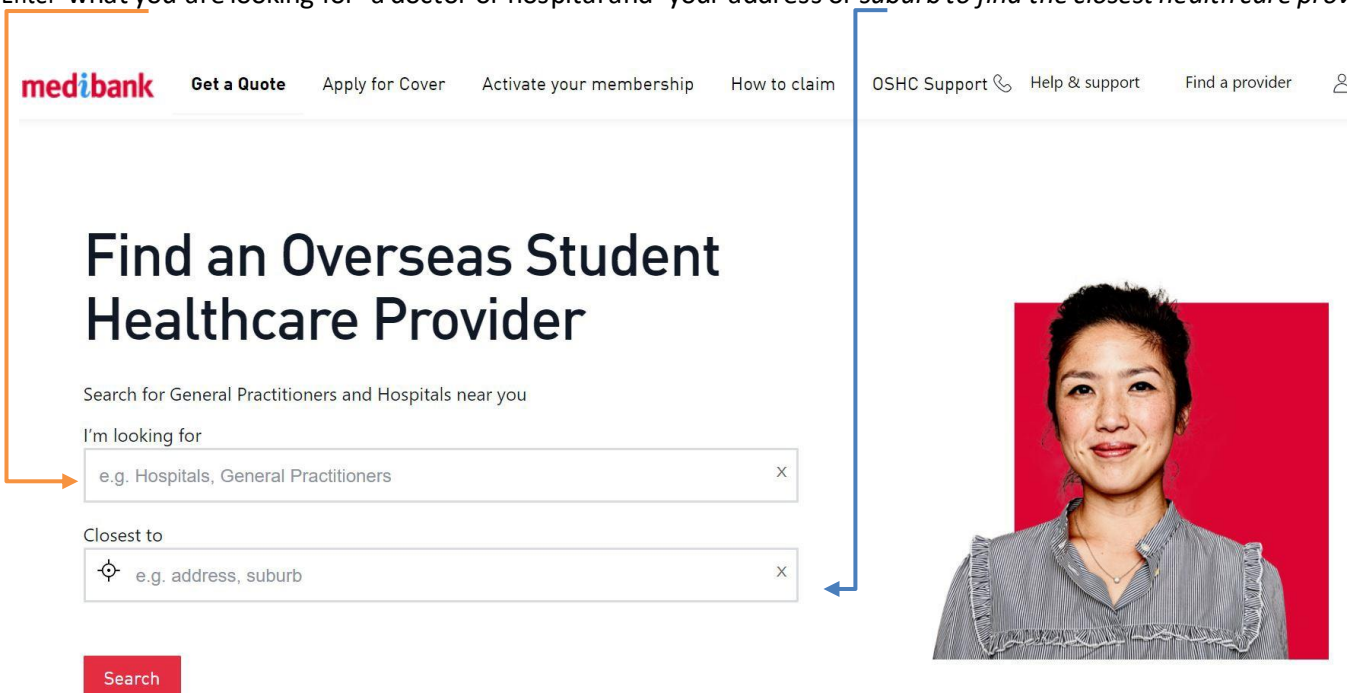
Visit the website https://www.medibankoshc.com.au/ **or download the Medibank OSHC App to register.**



After registering you will receive a digital health card and haveall the information you need about your health cover. You can claim back the money when you get your OSHC card.

To find a doctor https://www.medibankoshc.com.au/find-provider/#/

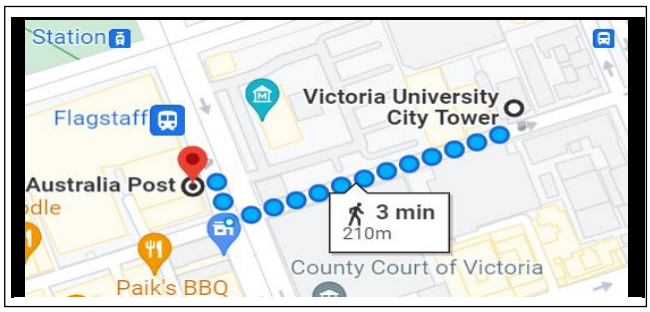
Enter what you are looking for a doctor or hospital and your address or *suburb to find the closest health care provider*



Post Office

Post Office trading hours are from 9.00 am to 5.00 pm Monday to Friday.

The closest Post Office is located at Ground Floor 277 William Street,



Banking

You should set up a bank account during your first six weeks in Australia. After six weeks, you will then need to supply additional forms of identification as part of the Australian Government identification guidelines. At any stage, you will need your

- Passport
- Electronic Confirmation of Enrolment and;
- Another form of identification (such as your student ID card)

You can choose from one of Australia's four major banks (each offering services for international students) or an alternate bank of your choice.

ANZ	**ANZ** 600 Bourke St, Melbourne VIC 3000
CommonwealthBank	**Commonwealth** Bank of Australia 221 William St, Melbourne VIC 3000
nab	**National Australia Bank (NAB)** 535 Bourke St, Melbourne VIC 3000
Westpac	**Westpac** 303 Collins St, Melbourne VIC 3000

DEPARTMENT OF HOME AFFAIRS

Australian Government
Department of Home Affairs

If you have any queries about **visas**, you should ask the Administrative Officer at VU English Reception. For more detailed information visit **The Department of Home Affairs** at 2 Lonsdale St Melbourne VIC 3000.

Opening hours:
9am to 4pm Monday to Friday
Phone No: **131 881**
Website: http://www.homeaffairs.gov.au/

Working in Australia

You can currently work more than 48 hours a fortnight.
For more information about working while you are on a student visa go to https://www.studyaustralia.gov.au/en/tools-and-resources/news/work-hours-limit-for-student-visa-holders-to-be-re-introduced

Australian Taxation Office

If you need a Tax File Number, you can either go to the Taxation Office or apply online.

Address:	Collins Square, 747 Collins St, Docklands VIC 3008
Phone:	13 28 61
Web site:	www.ato.gov.au

Looking for a job

Career Services offered at VU provide a variety services, networking events, hands-on workshops, and practical job application coaching (job interviews and resumes) to build your employability skills throughout your entire time at VU.

Go to VU Careers & Opportunities https://www.vu.edu.au/current-students/careers-opportunities to find about services available. At Careers & Opportunities you can find out about the

- The Learning Hub, which is an online jobs board and website.
- Career advice
- Workshops
- Volunteering opportunities

Fair Work Ombudsman

For information about your workplace rights and obligations visit https://www.fairwork.gov.au/

ALL ABOUT YOUR STUDIES AT VU ENGLISH

Course Dates

Course intake no.	Orientation	Commencement date	End date
1	Monday 5 January	Tuesday 6 January	Friday 6 February (Australia Day 26 Jan)
2	Thursday 5 February	Monday 9 February	Friday 13 March (Labor Day 6 March)
3	Thursday 12 March	Monday 16 March	Friday 24 April (Easter 3 April - 10 April)
4	Thursday 23 April	Monday 27 April	Friday 29 May
5	Thursday 28 May	Monday 1 June	Friday 3 July
Course break	6 July - 10 July (one week)		
6	Thursday 9 July	Monday 13 July	Friday 14 August
7	Thursday 13 August	Monday 17 August	Friday 18 September
Course break	21 September - 25 September (one week) - (AFL Grand Final TBC)		
8	Thursday 24 September	Monday 28 September	Friday 30 October
Course break	2 November - 6 November (one week) - (Melbourne Cup 3 November)		
9	Thursday 5 November	Monday 9 November	Friday 11 December

Course Breaks

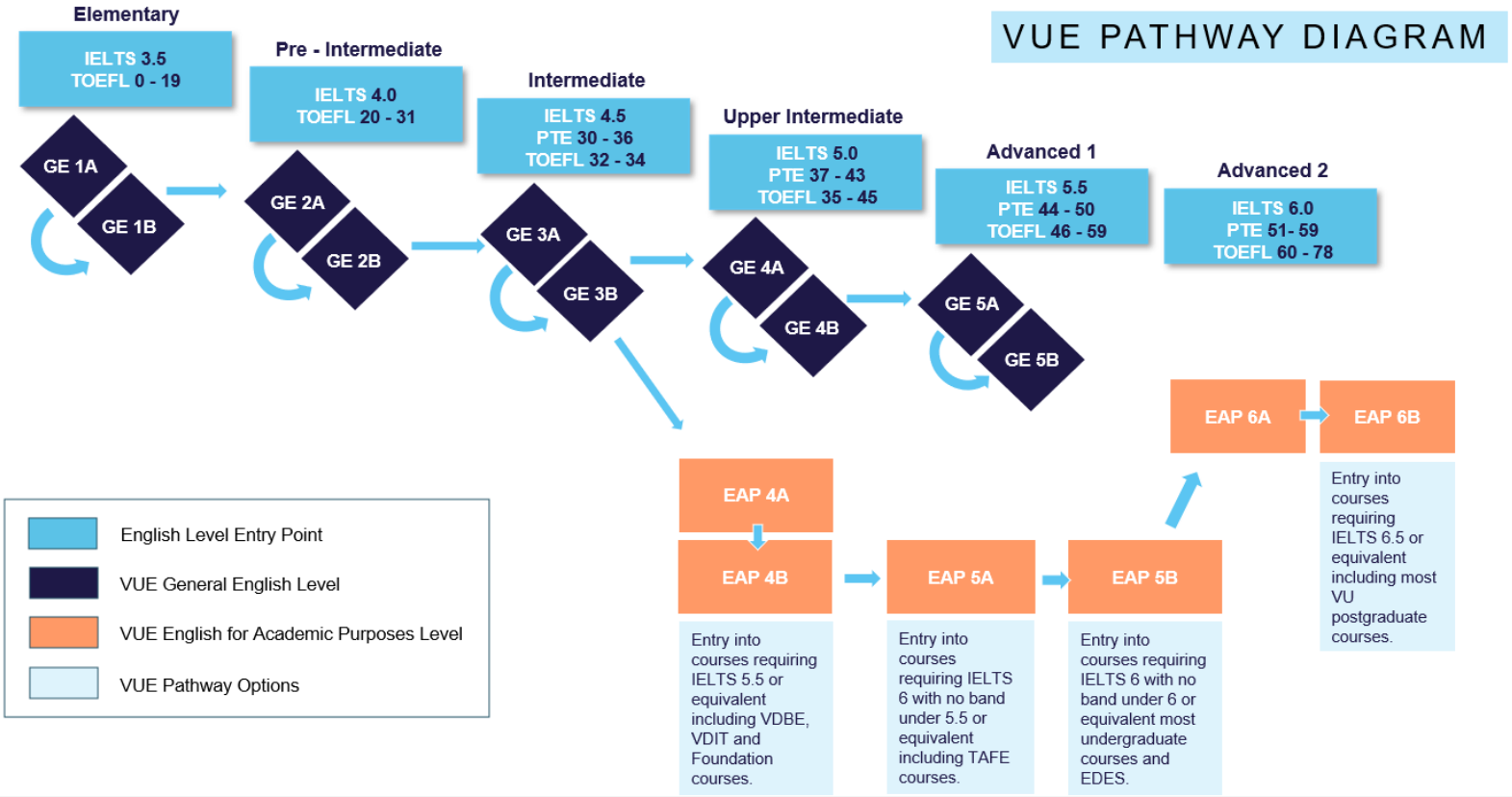
There are a number of course breaks throughout the year. **Students are not permitted to take any time off other than the listed course breaks.** If you take any other time off, you will be marked absent. Only in special circumstances is permission for extra leave granted. If you want to apply for permission for leave, you must complete an **Application for Suspension (Intermission) and meet with the Academic Manager.** You will be notified if your request for leave has been approved or not via your student email.

Public Holidays

Classes will not be held on the following public holidays:

- **Australia Day (26th of January)**
- **Easter break (3rd - 10th of April)**
- **ANZAC Day (25th of April)**
- **King's Birthday (8th of June)**
- **Grand Final Day (Public holiday TBC)**
- **Melbourne Cup Day (3rd of November)**

VUE PATHWAY DIAGRAM



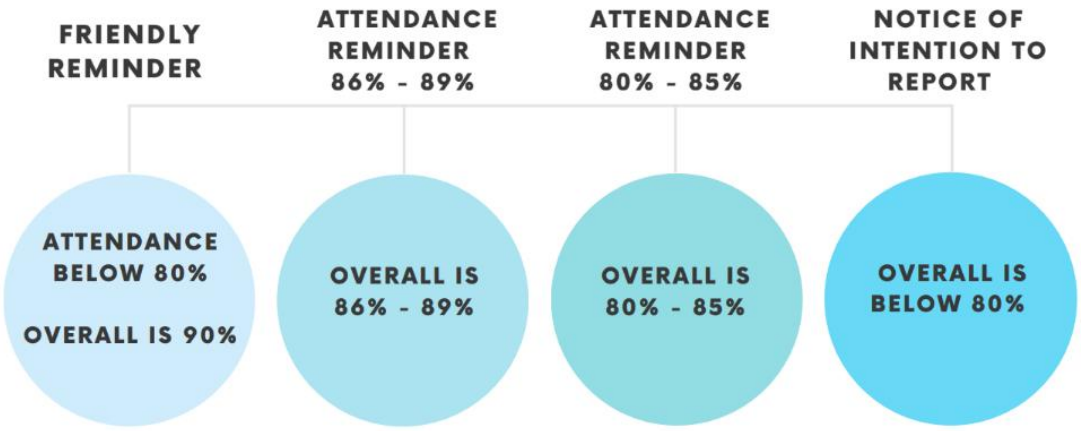
VICTORIA UNIVERSITY

STUDENT ATTENDANCE PROCEDURE

If you know that you are going to be absent from class, please tell your teacher in advance. This will be recorded as an absence with a reason in the attendance register.

- If you are unable to attend class, you can ring and leave a message at reception on **9919 1175.** This will also be recorded as an absence with a reason in the attendance register.
- If you are sick and see a doctor, you should ask for a doctor's certificate. You must keep all original medical certificates.
- You are required to be on time for classes**.**
- **It is considered good manners to arrive in time for class in Australia.**

Attendance Notices



ELICOS: STUDENTS WITH 5 OR 10-WEEK COE'S WILL BE SENT A NOTICE OF INTENTION TO REPORT FOR UNSATISFACTORY ATTENDANCE WITH NO WARNING LETTERS IF THEIR OVERALL ATTENDANCE DROPS BELOW 80% (I.E. 5-6 CONSECUTIVE DAYS).

INTERNATIONAL ATTENDANCE

1 FRIENDLY REMINDER

When:
- Your attendance is above 90%, but you've missed a few classes.

What happens:
- You'll get an email reminding you to attend regularly.
- It includes tips and where to get help if you're struggling.

2 ATTENDANCE REMINDER 86%-89%

When:
- Your attendance drops to 86%–89%.

What happens:
- Your teacher will speak with you about your situation and help connect you with the right support services if needed.

3 ATTENDANCE REMINDER 80%-85%

When:
- Your attendance is now between 80%–85%.

What happens:
- You must meet with the **Course Manager**.
- We'll discuss support options and how to improve your attendance.

4 NOTICE OF INTENTION TO REPORT BELOW 80%

When: Your attendance drops below 80%.

What happens:
- You may be **reported to the Australian Government**, which can affect your visa.
- You can ask this decision to be reviewed by the Director of Centre of VU Transitions if you have compassionate or compelling reasons.
- You will have **5 working days** to submit a personal statement and any evidence you have for your review.

5 VU'S STUDENT APPEALS

- You must provide supporting documents (like a doctor's certificate).
- Submit your appeal within **20 business days**.
- Support is available – contact VU Advocacy or Student Services.

6 EXTERNAL APPEAL

If you are not satisfied with the appeal result, you can make an external appeal to the Victorian Ombudsman.

STUDENT RIGHTS AND RESPONSIBILITIES

VU English wants all students to improve their English and to develop positive, respectful relationships with all staff and students. For this to happen,

VU English will…

- provide a safe learning environment to help you learn English.
- provide feedback about your English progress and how you can improve; and
- respect all students and staff.

VU English students will respect teachers and staff by

- attending classes on time.
- being polite to all staff and students.
- turning off mobile phones in class; and
- asking permission to leave class during class time.

VU English students will be responsible for learning English by

- **always speaking English at VU English** (in class, in the ILC, at reception etc.…).
- completing homework.
- participating actively in all class activities; and
- completing all class work to the best of their ability.
- using generative AI only when instructed to do so by your teacher.

Unacceptable behaviour

A student has not met their responsibilities according to the VU English Rights and Responsibilities Statement when they:

- *are repeatedly absent or late to class*
- *repeatedly fail to participate in or complete classwork*
- *repeatedly fail to do homework*
- *use their own language in class after being asked to stop*
- *use their mobile phone in class*
- *leave class without notifying the teacher*
- *are rude to VU English staff or students*
- *use generative AI in learning*
- *are disruptive in class*

VU English

"Melbourne is such a great city to live and study in. The people here are very friendly – if you have a problem in the street, they will go out of their way to help you."

Victoria Mardueno - VU English Student

ASSESSMENT PROCEDURE

You complete graded and ungraded assessment tasks to assess your reading, writing, listening, and speaking each 5-week intake.

↓

Your assessment results are reviewed and checked by the Progress Committee in week 5 of each intake. The Progress Committee is made up of teachers and management.

↓

You receive a report from your teacher on the final Friday of each intake. Your teacher will talk to you about your strengths and weaknesses. All results are final.

↓

If you are unhappy about your report, you can attend a Progress/Pathways Meeting after you have talked about your report with your class teacher.

↓

If you cannot meet the required level to progress to your principal course, you may have to study more English or take an English test such as IELTS, TOEFL or PTE.

↓

You can make an appointment with the Academic Manager to discuss your pathway.

STUDENT PROMOTION

At VU English we will do everything we can to help you with your studies. If your teacher considers that you are **not** making satisfactory progress, they will meet with you to talk about your progress and develop an 'At Risk' learning contract with you. You may be given an opportunity to move to an easier class or to do extra activities to help you. Some of these activities may be:

- Having some individual classes with the ILC Coordinator or attending the skills classes at lunchtime.
- Having extra tasks set by your class teacher to work on a particular weakness e.g., grammar exercises, reading tasks etc.
- NOTE: Results from VU English will take precedence over other English tests such as IELTS, TOEFL or PTE result.

REPORTS AND CERTIFICATES

At the end of your English course, you will receive a Report and a Certificate.

Please note that to be granted a Certificate at the end of the course, students must have completed all tasks to a satisfactory level and must have an attendance rate of at least 80%. A record of attendance is included on your VU Certificate.

VU English Certificate Key

Student Status	Description	Statement Type
Package Pathway or Study Abroad	**Met** Admission Requirements as per English Language Admission Requirements Procedure For students who completed additional weeks of English: If the student completed Module A only, the Statement of Completion will mention the met entry requirement to the X course as per COE.	**Statement of Completion**
	Did not meet Admission Requirements as per English Language Admission Requirements Procedure If the student does not wish to continue after the pathway meeting, they will receive a Statement of Completion for the highest-achieved unit. **The certificate will specify the final unit studied (A or B).**	**Statement of Participation**
Standalone ELICOS	Completed the duration of the English course. **The certificate will specify the final unit (A or B) achieved.**	**Statement Of Completion (Only)**

To successfully complete all courses, you need to have a minimum attendance of 80%. The exit requirements for all courses can be found in the VUE Pathway Diagram on page 16

Please note, there are some courses that have higher English level requirements and therefore have different exit requirements. Please see here for more information: Admission Requirements as per English Language Admission Requirements Procedure

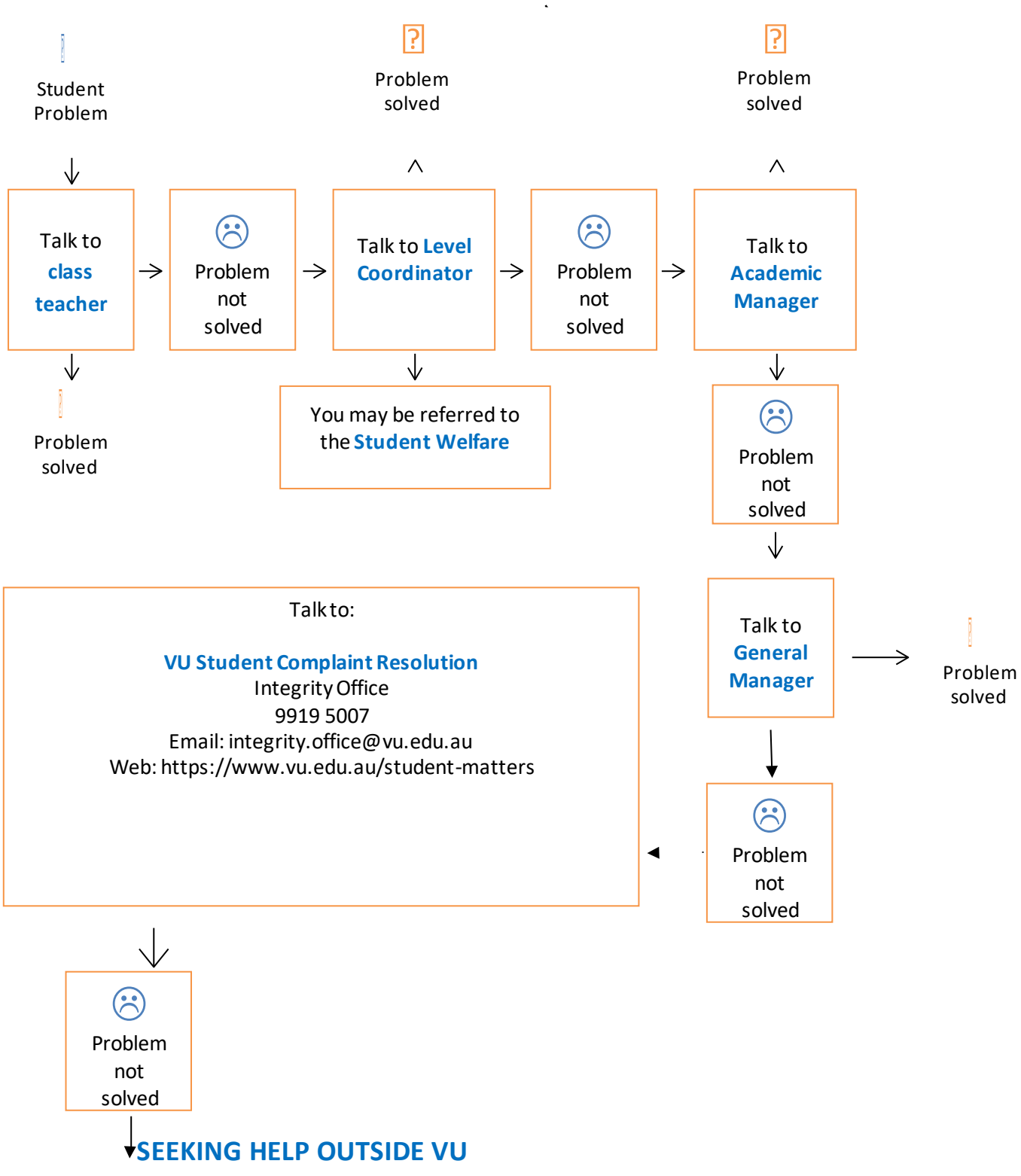
DO YOU HAVE A PROBLEM?

Problem	You should talk to…
Class Placement ELICOS Study Plan Future Courses Refunds	**Academic Manager**
Settling in, personal issues, accommodation and financial issues & educational services for overseas students (ESOS) issues	**Student Welfare** Book an appointment: • call +61 3 9919 5400 • book online
Accommodation	**Housing Services** VUHQ Level 1, 370 Little Lonsdale Street
English Progress Assessment Tasks	**Your Teacher**
Problem with reports and assessment levels	**Academic Manager**
Personal and Study – related issues (Cultural Adjustment)	**Counselling Services** To make an appointment 9919 5400
Visas	**The Department of Home Affairs** 2 Lonsdale Street, Melbourne VIC 3000 131 881
All mainstream courses: Polytechnic/ HE/Diploma, Undergraduate, Postgraduate course	**Victoria University International Office** VUHQ, Level 1, 370 Little Lonsdale Street 9919 1164
Scholarship issues	**Johnny Ko** **Senior International Scholarships Officer** vuischolarship@vu.edu.au
Any problem?	**Always ask for help!!** Ask your teacher! Go to reception! Speak to the Academic Manager. We are here to help you!!

VU English

'Improve your English language proficiency and have a unique Australian experience'.

SEEKING HELP INSIDE VU ENGLISH



SEEKING HELP OUTSIDE VU

Ombudsman Victoria
You can contact the Ombudsman Victoria at
www.ombudsman.vic.gov.au

Email ombudvic@ombudsman.vic.gov.au

IMPORTANT INFORMATION!

ELICOS Fees

If you study an EAP or General English course for **more than 24 weeks**, you are only required to pay for 50% of your VU English tuition **fees up front (before you commence your study).**
Once the paid amount is exhausted, you will receive a Statement of Account via your student email, requesting payment of the remaining tuition fee. **You must pay your outstanding fee according to the date listed on your Statement of Account.**

Refund Policy

If you decide to stop or finish your English studies **before the end date** of your course as listed in your **Confirmation of Enrolment (COE), you will not be able to receive a refund**. The refund policy can be found at the following address: http://www.vu.edu.au/courses/fees-assistance/refunds/international-refunds

Leave of Absence (LOA) – International Student

International students on a student visa must complete their course within the expected course duration as specified on their Confirmation of Enrolment (CoE) and are subject to student-specific visa conditions and ESOS requirements.

Leave of absence (LOA) for a study period will impact the course duration and can have implications on the student visa. For this reason, LOA can only be granted on compassionate or compelling grounds that are beyond the student's control.

Compassionate or compelling circumstances are situations beyond a student's control that affect their well-being and course progress during the current study period.

All claims must be supported by relevant official documentation. If the document is in a language other than English, it must be translated into English by an accredited Translator or Interpreter, or an overseas notary department with a common seal.

It is important that you discuss your application with the Academic Manager. **Victoria University International Enrolment** will either **approve or reject** your application for leave of absence. You will be notified of the outcome via your VU student email. **If you take a break without getting approval, you will be marked absent from class.**

Change of Personal Details

It is a requirement of your student visa to notify Victoria University of any changes to your contact details i.e., residential address, mobile phone number and email address. You must update your changes within 7 days on MYVU Portal.

USEFUL SERVICES IN MELBOURNE

Study Melbourne Student Centre (SMSC)

The Study Melbourne Student Centre (SMSC) is a 'one stop shop' where international students in Victoria can access a range of free support, information, and welfare services.

- health matters
- general wellbeing
- legal services
- tax advice
- accommodation
- financial management
- safety

Location/Contact Details

Address: 17 Hardware Lane, Melbourne VIC 3000
Office hours Monday – Friday from 9am-5pm
Phone: 1800 056 449 (free call from landline phones) E-mail: info@studymelbourne.vic.gov.au
Website: http://www.studymelbourne.vic.gov.au/

24 Hour Counselling

Lifeline: 13 11 14
Direct Line: 1800 888 236 – drug & alcohol counselling
Gamblers Anonymous: 96966108 – for gambling problems
Domestic Violence Resource Centre: http://www.dvrcv.org.au/
Sexual Assault: 1800 806 292

Other Counselling Services

Women's Information Centre: 1300 134 130 or see website at http://www.wire.org.au

Embassies/Consulates: See list of Embassies at https://protocol.dfat.gov.au/Public/MissionsInAustralia

Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ): 1800184 527 or see website at http://www.switchboard.org.au/

Legal Aid Commission: 1300 792 387 for legal advice https://www.legalaid.vic.gov.au/

Family Planning Clinic: 1800 013 952 Action Centre, Level 1, 92-94 Elizabeth St, Melbourne VIC 3000 http://www.fpv.org.au/

Melbourne Sexual Health Centre: 9341 6200 for free advice and treatment http://www.mshc.org.au/

EMERGENCY INFORMATION

Emergency Contacts

Fire, Police and **Ambulance:** **000**

Victoria University Security: **9919 6666**

https://www.vu.edu.au/about-vu/facilities-services/security-on-campus

During an Emergency

You may hear one of the following emergency alarm tones:

BEEP, BEEP, BEEP (ALERT)

When the ALERT tone sounds Stop
what you are doing
Collect your personal belongings and be prepared to leave Wait for
further instructions from Wardens /Security Personnel

WHOOP, WHOOP, WHOOP (EVACUATE)

When the EVACUATION TONE sounds
Evacuate via the nearest ''Exit' from your room/ area or as directed by Wardens /
Security or PA announcements NOTE: Do not use lifts – Use stairwells only. Once you have exited the building make your way to the nominated 'Assembly Area'. **This is Flagstaff Gardens.**

ONCE YOU HAVE EVACUATED

Remain at the Assembly Area until otherwise directed by Wardens / Security Personnel or Emergency Services.

DO NOT RE-ENTER a building until the 'All Clear' is given.

SHELTER IN PLACE / LOCKDOWN (No Alarm Tones)

For some emergencies a SHELTER IN PLACE or LOCKDOWN will be required i.e. you will be required to STAY IN THE BUILDING rather than evacuating.
Listen to any PA announcements and take directions from Wardens and or Security Personnel.

It may be that you are a student who is unable to access the stairwell to leave the building. In this instance, the fire warden will lead you into the stairwell after all others have evacuated that level. Another person should be allocated to stay with you. Often you will have organised someone through your Personal Emergency Evacuation Plan (PEEP). The fire warden will notify the chief warden of your location.

GLOSSARY

CALL	Computer-Assisted Language Learning
COE	Confirmation of Enrolment
EAP	English for Academic Purposes
ELICOS	English Language Intensive Courses for Overseas Students
ENGLISH AUSTRALIA	English Australia is the national peak body for the English language sector of international education in Australia.
HE	Higher Education
IELTS	International English Language Testing System
ILC	Independent Learning Centre
MMC	Multi-Media Centre
MYVU PORTAL	My Victoria University Portal
NEAS	National English Language Teaching Accreditation Scheme
OSHC	Overseas Student Health Cover
PTE	Pearson Test of English
POLYTECHNIC	Institution of higher education offering courses at degree level or below, especially in vocational subjects.
TOEFL	Test of English as a Foreign Language
VE	Vocational Education
VU	Victoria University
VUE	Victoria University English
VUHQ	Victoria University Headquarters Student Service Centre
VU App	Victoria University App

VU English

"The City Campus has a great energy because it's right in the centre of the city."

Yuqi Jiao - VU English Student

VUE Pearson Test of English (PTE) Testing Centre

Victoria University English is an official testing centre for the Pearson Test of English (PTE). VUE holds PTE tests three times every day of the week from Monday to Friday and twice on Saturday. The PTE is officially recognised by universities and the Australian government. This means students can use their PTE results to gain entry to courses or apply for residency. For more information, visit Reception on level **3.**

PTE ACADEMIC™

The fast and fair English test

PTE Academic is the smart choice when you want to study or migrate to Australia. It is the leading computer-based English test that allows you to demonstrate language skills for university, professional and migration applications.

- Get results typically within 5 business days.
- Schedule tests up to 24 hours in advance.
- Computer based marking ensures all test takers are scored impartially and accurately.
- Accepted by all universities in Australia, and most professional bodies for registration and assessment.
- Approved for all Australian student and migration visa applications.

Book Your Test

Registering for PTE Academic is easy. Simply book online at https://pearsonpte.com/book-now/

PEARSON

VUE-Authorised Test Centre